

Part IN402 - Communications

Subpart A – Correspondence

PART IN402 – COMMUNICATIONS

SUBPART A – CORRESPONDENCE

IN402.1(B)

IN402.0 Scope

This supplement outlines correspondence policies for state, area, and field offices in Indiana.

IN402.1 Letters and Memorandums

C. Flow of Correspondence

The normal flow of correspondence from one office to the other will be as follows:

- (A) Between the state office and the area and field offices.
- (B) Procedures will be established and distributed by the State Conservationist on the flow of correspondence.
- (C) Correspondence concerned with day-to-day normal business and program matters may be carried out freely between program staff leaders and technical specialists with the area and field office staffs.
- (D) Procedures for email are listed in a memo dated June 30, 2008 with the subject “ADS – Communication Procedures from State to Field Level Offices”, and the file code: 120-14-5.

IN402.3 Signature Authority

- (A) Correspondence, letters, reports, etc., addressed to the Chief, Associate Chief, Deputy Chief, Deputy Chiefs, Staff Directors, Assistant Chiefs, TSC Director, legislative leaders, and others of comparable rank will be signed and/or approved by the State Conservationist or person acting in his/her behalf.
- (B) Correspondence involving policy will be signed by the line officer of the originating office and directed to the State Conservationist, Area Conservationist, District Conservationist, RC&D Coordinator, or the Conservation Implementation Team Leader of the receiving office. Records or permanent type correspondence and documents that will be retained for possible future reference (letters, requests

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for data, reports, etc.) will also be signed by the line officer of the originating office and directed to the State Conservationist, Area Conservationist, District Conservationist, RC&D Coordinator, or the Conservation Implementation Team Leader of the receiving office.

(C) Materials, correspondence, reports, etc., generated or compiled by state office support personnel will be signed or approved by the appropriate supervisor or a Leadership Team member for all but the most routine correspondence.

(D) Format

When correspondence is prepared for the State Conservationist's signature, the file copy will be initialed by the responsible state staff member prior to signature by the State Conservationist.

(1) All supervisors and state staff personnel are to thoroughly familiarize themselves with General Manual 120, Part 402 (Communications), and use the proper subject headings and format for all correspondence and other documents generated by their offices or section. Each supervisor and state staff member is responsible for all details of correspondence, reports, materials, etc., generated by personnel under his/her supervision. Included in these details are proper format, grammar, neatness, accuracy, completeness, clarity, timeliness and proper subject identification. Proper abbreviations of titles, subjects, type of distribution, etc., will be strictly followed at all times. Consistency in performance of these various office functions is a must.

(2) All correspondence initiated by NRCS in Indiana will be properly identified by subject using the subjects identified in General Manual 120, Part 408, Subpart D. The body of the narrative will be formulated so that persons opening or distributing mail can accurately route or distribute items without needing to read or scan entire documents.

(3) Correspondence, letters, materials, etc., originated outside NRCS will necessarily have to be distributed based on contents and not fully by subject heading. This procedure pertains to mail not addressed to a specific individual or otherwise marked for a different distribution procedure. Such mail received in the state office will be routed through the ASTC Operations or to the State Administrative Officer for distribution if determination cannot be otherwise made as to who has responsibility or who should receive the information.